



Job Announcement

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TTY/D use Maryland Relay Service

Opening Date:	December 11, 2014	Closing Date:	December 29, 2014
Job Title:	Civil Assistant	Position Type:	Regular Full Time
PIN:	085664	FLSA Status:	Non-Exempt
Location:	Circuit Court for Cecil County Elkton, Maryland	Grade/Entry Salary:	J06 \$30,761 - \$36,447
		Financial Disclosure:	No

Regular State employees subject to promotion/demotion policy

Essential Functions: Processes and maintains civil cases by: reviewing and determining case type; using computer keyboard to input docket information; preparing case files; preparing and issuing appropriate summonses, notices or writs; calculating and collecting fees or preparing invoices; and handling the collection, review and docketing of case file documents prior to and following court hearings. Records judgments of divorce, adoption decrees and attorney bonds; prepares true test and certified copies of orders. Assists in completing and docketing contempt citations and warrants filed by Child Support Enforcement. Assists the public and attorneys by providing information about the status of the case and Clerk's office procedures. Assists with performing cashier functions and balancing the cash drawer and credit cards daily. Assists in filing case folders and docket sheets and photocopying of Pro Se forms. Assists with moving and lifting files; Performs all other related functions of the civil assistant position as assigned.

Education: High School Diploma or GED.

Experience: Minimum of one year of related experience.

Skills/Abilities: Knowledge of procedures of various types of civil cases; Ability to enter data and codes in UCS Case Management System; Ability to communicate in an effective, patient, tactful manner with customers and co-workers. Ability to learn and apply relevant job-related terminology, rules, regulations and procedures in order to define problems, collect data, establish facts, draw valid conclusions and accurately complete forms and documents. Ability to interpret comments and notations and record essential information. Ability to set priorities and simultaneously process multiple duties and responsibilities. Ability to operate a personal computer and software programs such as Word, Excel, WordPerfect, and Lotus Notes; Ability to lift boxes; Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted). Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not accept faxed copies, or be responsible for applications or resumes sent to any other address. The candidate selected for this position will be subject to a background check.

ATTN: Hon. Derrick Lowe, Clerk of Court
Circuit Court for Cecil County
129 East Main St., Room 108
Elkton, MD 21921-5971

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual

orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. Applicants must be United States citizens or eligible to work in the United States.